

IT Professional Technical Services Master Contract Program T#:902TS

Statement of Work (SOW) For Technology Services Issued By

Minnesota Department of Natural Resources

Project Title: WIRES AR & GL set-up

**Service Categories: Any of the following- 1. Database-Oracle;
or 2. E-Business Specialist- Business Integration, middleware;
or 3. Analyst-technical**

Business Need

The state of Minnesota is implementing a PeopleSoft ERP system (SWIFT). The Department of Natural Resources (DNR) has Oracle Financials e-Business Suite version 11.5.9 (WIRES), which be retained. To facilitate WIRES AR processing and WIRES to SWIFT interfaces, WIRES must be changed from the existing 8-segment MAPS chart of accounts (COA) structure to the 14-segment SWIFT COA structure.

The DNR has chosen to implement the SWIFT COA as a second set of books in WIRES. The approach provides the ability to systematically address the state fiscal year close period of July 1 through August 31, during which time WIRES will be interfacing with both SWIFT and MAPS.

To accomplish project goals, WIRES must be modified to handle cash receipts and accounts receivable (AR) transactions using the 14-segment SWIFT COA. Specifically, the DNR seeks assistance to implement the second set of books in general ledger (GL) and AR, including: set up of COA, flexfield validation, aliases and other GL set up; re-implementation of AR to be able to use the new COA, subsequent AR configuration steps for Responsibilities, Customers, Auto Accounting, Transactions, Payments, Concurrent Requests and other AR configuration steps.

The primary constraint on the project is the SWIFT go-live of July 1, 2011. The WIRES AR and GL set-up must be ready in the DNR development region to commence end to end SWIFT testing in late April. Because of this, the DNR has begun GL set-up tasks, including creating the 14-segments, entering some segment values, defining some segment rules, cross validation rules and code combinations. GL work will continue until a vendor is selected from this SOW.

The project scope is COA implementation within the AR and GL modules of WIRES. Technical and business specifications will be provided by the DNR. It's important to note that the SWIFT project is a key stakeholder in that technical and business specifications, to some degree, are dictated by them.

The final product is a demonstrable 14-segment SWIFT set of books that coexists with an existing 8-segment MAPS set of books. Existing aliases must work properly with each set of books to provide a seamless user transition and avoid changes to DNR subsystem interfaces.

Without the solution, the DNR will face disruption of accounting functions, which will negatively impact cash flow for DNR divisions and its many business partners.

Project Tasks/Deliverables

- Validation of GL 14-segment chart of accounts configuration.
- Identification of gaps in GL configuration, as necessary.
- Correction of GL configuration, as required.
- Completion of GL configuration tasks including loading of COA segment values and code combinations.
- Definition and documentation of AR configuration/reimplementation options to meet DNR business requirements.
- Definition of AR configuration/reimplementation tasks based on final requirements.
- Completion of AR configuration/reimplementation tasks in DNR development region.
- Completion of transactional testing of AR reimplementation/configuration and GL corrections, as required.
- Documentation of AR reimplementation/configuration steps that were part of the implementation.
- Documentation of GL configuration steps that were corrected, as necessary.
- Completion of documentation overview event with DNR staff.

Project Milestones and Schedule

- 3/22/11- Project start
- 3/28/11- GL set-up complete
- 3/30/11- AR reimplementation/set up task list
- 4/19/11- AR reimplementation/set-up complete
- 4/20/11- GL and AR testing in development environment complete
- 4/27/11- Documentation overview complete
- 4/28/11- Project End

Project Environment (State Resources)

- Staff descriptions:
 - The technical project team consists of 3 state staff.
 - Project manager is Tyrone Spratt.
 - The project team is a sub-part of a larger DNR SWIFT readiness team, which itself is a sub-part of the overall statewide SWIFT project team.
 - Project team is well versed in the database development and management, application development, interface development and has been supporting WIRES for the past 5+ years.
 - State staff is inexperienced in AR and GL set up in Oracle Financials e-Business suite.
- Oracle support is in place for the WIRES application.

Agency Project Requirements

- All project work will be performed at the DNR central office location at: 500 Lafayette Road North, Saint Paul, MN 55155.
- WIRES GL and AR set-up work will be done in a development region. The DNR takes responsibility for promoting the changes to production.
- Training is not part of the project; however, the selected vendor is required to provide a walk-through of final reimplementation/configuration documentation with selected DNR staff.
- Compliance with Statewide Project Management Methodology, including, but limited to, work plan, risk identification and mitigation and change management. Project management deliverables must be commensurate with a project of this duration and complexity.

Responsibilities Expected of the Selected Vendor

The vendor is expected to:

- Develop and execute a work plan
- Develop and use a change management process

- Develop testing and acceptance criteria, in conjunction with DNR staff
- Document AR, and as required GL reimplementation/set up steps

Required Skills (These are to be scored as pass/fail requirements)

- Master Contract resource types/ categories of: 1. Database-Oracle; or 2. E-Business Specialist-Business Integration, middleware; or 3. Analyst-technical
- 2-years experience implementing Oracle Financial e-Business Suite AR and GL applications (version 11i or greater).

Desired Skills

- Configuring multiple, concurrently active, chart of accounts.
- Functional expertise in Oracle Financial E-Business suite GL and AR.
- Basic technical experience in writing SQL queries and knowledge of Oracle Applications tables.
- Performing gap analysis of Oracle Financial E-Business suite system configuration.
- Creating system configuration documents, detailed functional design documents, test plans and test cases, user training documents and implementation documentation.
- Excellent partnering, communication, and negotiation skills as to effectively communicate between technical development, business and support groups.
- Strong organizational skills.
- Solid interpersonal and communication skills.
- Strong problem solving, analytical and logic skills.

Process Schedule

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| • Deadline for Questions | 02/25/2011, 3:00 Central |
| • Posted Response to Questions | 02/28/2011, 3:00 Central |
| • Proposals due | 03/04/2011, 3:00 Central |
| • Anticipated proposal evaluation begins | 03/05/2011, 3:00 Central |
| • Anticipated proposal evaluation & decision | 03/11/2011, 3:00 Central |

Questions

Any questions regarding this Statement of Work should be submitted via e-mail by 02/25/2011, 3:00 Central to:

Name: Tyrone Spratt

Department: DNR

Telephone Number: 651-259-5448

Email Address: Tyrone.spratt@state.mn.us

Questions and answers will be posted on the Office of Enterprise Technology website by 02/28/2011, 3:00 Central (http://www.oet.state.mn.us/mastercontract/statements/mcp902ts_active.html).

SOW Evaluation Process

- Describe categories and scoring methodology/criteria
 - Staff Experience (30%)
 - Cost (30%)
 - Desired skills (20%)
 - Work Plan (10%)
 - Company (5%)
 - References (5%)

Response Requirements

- Introduction
- Company overview
 - a) Experience with implementation Oracle Financials e-Business Suite
- Project Overview
- Detailed response to “Business/Project Requirements”
 - a) Description of understanding the need and explanation of proposed methodology/approach.
 - b) Explain how methodology/approach meets the requirements
 - i) Business needs section
 - ii) Project tasks and deliverables section
 - c) For each “response,” explain if your methodology/approach already covers the business/project requirements or would have to be modified.
 - i) If modifications are necessary, please explain them or how information will be gathered to determine appropriate modifications.
- Detailed response to “Project Approach”
 - a) Explain how the project will be approached. This includes:
 - 1) Organization and staffing (including staff qualifications, resumes, etc.)
 - 2) Work-plan
 - 3) Change management procedures
 - 4) Project management (e.g. scoping, quality management, risk assessment/management, etc.)
 - 5) Documentation of progress such as status reports
- Detailed response to level of effort
 - 1) Number of staff to work on the project
 - 2) Total number of project hours
 - 3) Overall cost estimate
 - 4) Staff member’s hourly rate
 - 5) Number of hours per staff member
 - 6) Expiration date for the price/terms guarantee
- References: Provide three clients who have used your Oracle Financials implementation or GL and AR set up services.
- Conflict of interest statement as it relates to this project
- Required forms to be returned or additional provisions that must be included in proposal
 - a) Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>
 - b) Immigration Status Certification (if over \$50,000)
<http://www.mmd.admin.state.mn.us/doc/immstatcert.doc>
 - c) Location of Service Disclosure
<http://www.mmd.admin.state.mn.us/Doc/ForeignOutsourcingDisclosureCertification.doc>
 - d) Certification Regarding Lobbying
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
 - e) Veteran-Owned/Service Disabled Veteran-Owned Preference Form
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>

Proposal Submission Instructions

- Response Information:
 - a) To: Minnesota Department of Natural Resources
 - b) 500 Lafayette Road North, Saint Paul, MN 55155-4002 or Tyrone.spratt@state.mn.us

- b) Attention: Tyrone Spratt
- Submit via registered mail, in person or email
- Please provide three (3) copies
- Responses are due date by March 4th, 2011 at 3:00 p.m. central

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Indemnity/Liability

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this SOW will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this SOW that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFP, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be

made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

Responses to this solicitation must comply with the Minnesota IT Accessibility Standards effective September 1, 2010, which entails, in part, the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 Subparts A-D which can be viewed at:

http://www.mmd.admin.state.mn.us/pdf/accessibility_standard.pdf

Nonvisual Access Standards

Nonvisual access standards require:

- 1) The effective interactive control and use of the technology, including the operating system, applications programs, prompts, and format of the data presented, are readily achievable by nonvisual means;
- 2) That the nonvisual access technology must be compatible with information technology used by other individuals with whom the blind or visually impaired individual must interact;
- 3) That nonvisual access technology must be integrated into networks used to share communications among employees, program participants, and the public; and
- 4) That the nonvisual access technology must have the capability of providing equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

[Required clause for all contracts that will NOT be funded either in whole or in part by federal money and that are subject to federal disadvantaged business enterprise regulations.]

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-owned/Service Disabled Veteran-Owned Preference

In accordance with Minnesota Statute §16C.16, subd. 6a, veteran-owned businesses with their principal place of business in Minnesota and verified as eligible by the United States Department of Veterans Affairs' Center for Veteran Enterprises (CVE Verified) will receive up to a 6 percent preference in the evaluation of its proposal.

Eligible veteran-owned small businesses include CVE verified small businesses that are majority-owned and operated by either recently separated veterans, veterans with service-connected disabilities, and any other veteran-owned small businesses (pursuant to Minnesota Statute §16C.16, subd. 6a).

Information regarding CVE verification may be found at <http://www.vetbiz.gov>.

Eligible veteran-owned small businesses should complete and **sign** the **Veteran-Owned Preference Form** in this solicitation. Only eligible, CVE verified, veteran-owned small businesses that provide the required documentation, per the form, will be given the preference.

[Optional language when agency determines to preclude foreign outsourcing. NOTE: Must not be used when work order is expected to be in excess of the WTO threshold of \$528,000 or when it is being considered as part of the work order contract award evaluation criteria.]

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

Statement of Work does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Agency reserves the right to reject any and all proposals.